



## 25 Ways To Fight Procrastination

From Jones Loflin-The Speaker With TWO Last Names



Procrastination, simply put, is putting something of greater importance off and instead working on something of lesser importance. The lesser important activity usually requires less energy (mental or physical), and is more enjoyable than the more important task.

- Break larger tasks down into smaller, more easily actionable segments
- Be reasonable in your expectations of yourself and others
- Create accountability for completion of the task
- Focus on starting instead of finishing
- Allow yourself to make imperfect progress
- Connect completion of a task to progress on a specific goal
- Eliminate as many distractions as possible
- Start anywhere instead of at the beginning-choose something easy
- Change your environment to one that encourages work on the task
- Verbalize your excuse out loud-let yourself be shamed into action
- Focus on long term benefits
- Take the “Ready-Fire-Aim” approach-stop thinking and start doing
- Schedule work on the task when you are most alert and positive
- Be willing to create a poor first draft-and then go back and improve it
- Be grateful for the task-consider what you COULD have to work on
- Keep a procrastination log-write down why you are procrastinating
- Recognize that fear is not bad-It’s a natural human emotion
- Improve your energy level by standing, stretching, or walking
- Take a short break when the task seems to be overwhelming
- Set an artificial deadline before the actual one
- Reward yourself for time spent on the task , not just results
- Repeat the phrase, “Done is better than perfect” **often**
- Use positive self talk: Instead of saying “It’s boring,” say, “I’ll feel so much better when this is done.”